



Job Description

Teacher - Elementary

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 185 Days

Experience Required: Successful experience as a teacher is preferred.

Minimum Education Requirements: Bachelor's Degree in a related field.

Department: Teacher.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Proper certificate in related field.

Job Summary: Teach students basic academic, social, and other formative skills at the elementary level.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Create and follow classroom schedule that includes integrated arts classes, library visits, library lessons, computer lab times, counselor lessons, special assemblies, lunch times, and recess along with regular classroom instruction.
- Create lesson plans and activities to implement and supplement instruction.
- Maintain accurate student records including attendance, grades, and discipline.
- Create and implement a classroom disciplinary plan.
- Encourage the development of social and emotional skills, community building, and behavior management skills.
- Complete and submit forms and required reports in a timely manner.
- Communicate regularly with parents regarding progress and other educational concerns.
- Participate in building grade level and subject area committees.
- Participate in professional development activities.
- Participate as a member of an Individualized Education Program (IEP) team, 504 team, or other student assistance teams as requested.
- Implement special educational plans such as 504 plans, individual educational programs, and individual health plans.
- Report suspected abuse, neglect, discrimination, and harassments as directed by Board policy.
- Collect, organize, and maintain classroom supplies such as crayons, paper, pencils, cleaning wipes, books, art supplies, and snacks.
- Create and display student work in the classroom and on public bulletin boards in the hallway.
- Assist with and supervise dismissal of students daily.
- Complete IEP and various evaluations for Special Education teachers.
- Determine and post learning objectives daily for student and supervisor.
- Attend established traditional school-sponsored activities (e.g., Back-to-School Night, Open House, programs, activities, and faculty meetings).



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- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Current educational theory and instructional techniques while presenting subject matter to students.
- Fluency and articulation in the English language and composition.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Skills

- Strong written and oral communications and relational skills.
- Social Perceptiveness and being aware of others' reactions and understanding why they react as they do.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Identify needs and abilities of individual students and adapt instructional methods accordingly.
- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Read, analyze and interpret professional journals, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Complete forms, write reports and engage in written correspondence with parents.
- Write clear and complete lesson plans.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date